

BY-LAWS,
RULES AND REGULATIONS,

FOR THE

MANAGEMENT

OF THE

UNIVERSITY LYING-IN HOSPITAL,

MONTREAL,

AS AMENDED AT THE ANNUAL MEETING, OCTOBER,
1859 ; TOGETHER WITH THE ACT OF
INCORPORATION.

MONTREAL :

PRINTED BY SALTER & ROSS, GREAT ST. JAMES STREET.

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PLANS AND REGULATIONS

MANAGEMENT

As far as management is concerned, the following are the main points to be noted:

The management of the project is the responsibility of the project manager, who is appointed by the sponsor. The project manager is responsible for the overall management of the project, including the selection of the project team, the development of the project plan, and the monitoring and control of the project.

The project manager is also responsible for the communication of the project status to the sponsor and other stakeholders. This is done through regular reports and meetings. The project manager should also ensure that the project team is kept informed of the project progress and any changes to the project plan.

The project manager should also ensure that the project team is working effectively and efficiently. This is done by providing the team with the necessary resources and support, and by encouraging the team to work together and solve problems.

The project manager should also ensure that the project is completed on time and within budget. This is done by monitoring the project progress and taking corrective action when necessary.

The project manager should also ensure that the project is completed in accordance with the project plan and the requirements of the sponsor. This is done by ensuring that the project team is working to the project plan and that the project deliverables meet the sponsor's requirements.

ANNO DECIMO—OCTAVO.

VICTORIÆ REGINÆ.

CAP. LXI.

An Act to incorporate the University Lying-in-Hospital,
in the City of Montreal.

[Assented to 18th December, 1854.]

Whereas an Association hath existed for several years in the City of Montreal, in this Province, under the name of the University Lying-in Hospital, the object whereof is charitable and to afford the means of furthering the acquisition of obstetrical science, and supply scientific aid to destitute females at a critical period; And whereas the said Association is composed of the persons hereinafter named and others, who have set forth in their Petition, that the Incorporation of the said Association would greatly increase and secure the advantages resulting therefrom, and have prayed that they and their successors may be incorporated in conformity with the regulations and provisions hereinafter mentioned: Be it therefore enacted by the Queen's Most Excellent Majesty, by and with the advice and consent of the Legislative Council and of the Legislative Assembly of the Province of Canada, constituted and assembled by virtue of and under the authority of an Act passed in the Parliament of the United Kingdom of Great Britain and Ireland, and intituled, *An Act to reunite the Provinces of Upper and Lower Canada, and for the Government of Canada*, and it is hereby enacted by the authority of the same, as follows:—

I. Margaret Lunn, Mary Fulford, Eleanor Ostell, Directresses; Augusta Durnford, Secretary, of the said University Lying-in Hospital; Andrew F. Holmes, M. D., G. W. Campbell, M. D., O. Bruneau, M. D., W. Sutherland, M. D., James Crawford, M. D., William E. Scott, M. D., William Wright, M. D., Robert Palmer Howard, M. D., and William Fraser, M. D., Consulting Physicians to the same; Archibald Hall, M. D., Physician in attendance, and Benjamin Workman, M. D., Medical Registrar, also Officers of the said Lying-in Hospital, and such other persons as now are or shall, under the provisions of this Act and the By-Laws of the said Association, be or become Members thereof, shall be, and they are hereby constituted a Corporation, under the name of "The University Lying-in Hospital," and shall be entitled to acquire, hold, possess, take and receive for the purposes of the said Corporation, but for the use and occupation only of the said Corporation, any real or immovable property, and stocks and securities of any description not exceeding in yearly value the sum of one thousand pounds currency, and the same to sell, alienate and dispose of, and acquire others in their stead for the purposes above mentioned.

II. All and every the estates, real and personal, belonging to the said Association, and which the said Association, or the Members thereof as such, may hereafter acquire, and all debts, claims and demands due to the said Association, shall be, and they are hereby vested in the said Corporation hereby constituted, and the said Corporation shall be liable for all debts due by, or claims against, the said Association.

III. The By-Laws, Rules and Regulations of the said Association, in force at the time of the passing of this Act, shall be, and continue to be, the By-Laws, Rules and Regulations of the said Corporation: and the Officers of the said Association, at the time of the passing of this Act, and each of them, shall continue to fulfil their respective duties as Officers of the said Corporation, and to manage and conduct the affairs thereof, until others shall be appointed in their stead, under the said By-Laws, Rules and Orders.

IV. This Act shall be deemed a Public Act.

BY LAWS

RULES AND REGULATIONS

FOR THE REGULATION OF THE

EXERCISES AND INSTRUCTION

OF THE

The following regulations are hereby adopted for the government of the students of the University of the State of New York, in the exercise of their rights and the discharge of their duties, and in the maintenance of order and discipline in the University.

ARTICLE I. OF THE RIGHTS AND DUTIES OF STUDENTS

1. The exercise of the rights and the discharge of the duties of students shall be subject to the regulations of the Board of Regents, and to the rules and regulations of the University.

BY-LAWS,
RULES AND REGULATIONS,
FOR THE MANAGEMENT OF THE
UNIVERSITY LYING-IN HOSPITAL,
MONTREAL.

THIS Institution shall be named the University Lying-in Hospital, and the prime object sought in its establishment is to afford to Medical Students, and women desirous of acquiring an acquaintance with the duties and practice of Obstetrics, the practical information which they need.

The affairs of the Institution shall be conducted under the two heads of Domestic and Professional Management, the former being under the control of a Committee of Ladies, the latter under the control of the Medical Board of the Institution.

I—DOMESTIC MANAGEMENT.

1. The domestic or economic arrangement of the Institution shall be in the hands of a Board of Management, of which, all ladies contributing annually towards its support, shall be members.

2. The Board of Management shall elect annually from among themselves, a first, second and third Directress, Treasurer and Secretary, who shall hold their respective offices for the term of one year.

3. The Board of Management shall meet monthly, or oftener if necessary.

4. Five members of the Board of Management shall constitute a *Quorum* for the transaction of ordinary business, and the Chair shall be taken by a Directress according to seniority, if present, or in her absence, by such other Manager as may be designated by those present.

5. The Board of Management shall appoint, either by ballot or otherwise, from their own number, a certain number of ladies to act as a Visiting Committee, who shall visit the Institution weekly, or oftener if necessary, preside immediately over its interests, inquire into the conduct of the Institution, ascertain its wants, order such purchases as may be required, for the amount of which their draft or order for payment on the Treasurer will be sufficient, and do all such other business as the state and comfort of the patients, and necessities of the house may require.

6. The Visiting Committee shall make a monthly report in writing, of the management of the Institution, to the monthly Meeting of the Board of Management.

The following shall be the order of proceeding at the said monthly meetings: 1st. The Reception of the Report of the Visiting Committee. 2nd. The Report of the attending Physician. 3rd. The Treasurer's Report. 4th. The transaction of such other business as the interests of the Institution may require.

7. The Visiting Committee may make temporary orders for the service of the Institution, but all their proceedings must be reported to the Monthly Meeting.

8. The letters of recommendation of patients shall be laid before the Visitors by the Matron, the women producing the accepted recommendatory letter shall be called in and cautioned by the Visitors as to their behaviour during the time they may be in the Hospital, and to submit to the Rules and Regulations thereof; they shall also be informed that no persons can be permitted to go into the wards as visitors, except as provided for; that no eatables, or drinkables, can be permitted to be brought in, either by themselves or their friends, as everything necessary and proper is provided by the Institution, and more might prove

2. They must have attended regularly the Course of Midwifery at McGill College.

3. Those who enter to learn Nurse-tending must consider themselves for the time being as in the capacity of engaged Nurses, and so submit themselves to the orders of the Matron or Midwife, and make themselves useful: they must not absent themselves without leave of the Matron, and can have no visitors.

4. Only one person can be received at one time, who must produce satisfactory testimonials, and may be liable to be dismissed by the Midwife, the Directress or the Monthly Visitors, for incapacity, inattention or improper behaviour.

NURSES AND SERVANTS.

1. The Nurses shall be diligent in observing the directions of the Medical Officers, Midwife, and Matron, with regard to the treatment and care of the patients in the Hospital.

2. They shall behave with tenderness to the patients, and with all due respect and civility to Visitors.

3. They shall not permit any of the patients to go out of their wards without leave from the Matron, and in case of any patient behaving improperly, or contrary to the rules of the Hospital, they shall inform the Matron thereof.

4. They shall take care that the patients go to bed at 8 o'clock in the winter, and 9 o'clock in the summer.

5. The Nurses shall from time to time during the night, regularly visit the several wards, and give what assistance the patients may require.

6. The Nurses shall not bring any spirituous liquors into the wards, nor permit any to be brought in.

7. The Nurses or Servants shall not go out of the Hospital, nor be visited by their friends, without the Matron's leave; and no Visitor shall go into the wards, or be treated with the Hospital provisions, neither shall any linen be washed in the Hospital, but that belonging to the Matron, Midwife, servants or patients.

8. They shall be under the inspection and direction of the Matron, and Midwife, and shall strictly obey all her orders and directions.

9. The Nurses shall sweep and clean the wards every morning before 8 o'clock in summer and 9 in winter.

PATIENTS.

There shall be three classes of patients:—Destitute females requiring professional attendance, who shall be admitted when sickness is impending and from whom no fee shall be exacted. Those of better circumstances, who wish to avail themselves of the advantages held out to them by the Institution on payment of a small fee. Out-patients, the wives of laborers or mechanics in poor circumstances, who find it impossible to enter the Hospital in consequence of the demands of their households or families upon their supervision.

2. Every annual subscriber shall have the privilege of recommending a pauper patient, supposed to be within two weeks of her confinement, subject however in this latter case to the investigation and approval of the Physician Accoucheur or the Midwife.

3. Patients shall be attended by advanced Students of the Midwifery class of the University of McGill College, or by women desirous of acquiring a practical knowledge of Obstetrics, under like circumstances.

4. The fees obtained from Pay-patients shall be handed over to the Treasurer, to be applied to the uses of the Institution, and shall be in all instances paid in advance by the parties.

5. If a case of distress or destitution be presented, it being ascertained without doubt that the applicant is married or recently a widow, the Matron can use her discretion in giving admittance, and for a longer period than ordinary, but on no account shall she admit the person on the strength of her own individual assertion; unmarried women cannot be admitted a second time.

6. In consequence of the want of proper asylums for the casual poor and lonely female, the Committee reserve to themselves the right, which shall be exercised by the Monthly Visitors with the utmost caution, of departing from the foregoing rules in the following case, viz: where a

Priest, Clergyman or Minister, or Parent or Guardian, requests a refuge for some young female, but the Matron shall guide herself solely by the foregoing rules.

7. Admittance will not be refused to any patient in labour notwithstanding anything contained in these Rules.

8. Every patient on entering must be clean in person and apparel, or submit to a thorough purification.

9. Every patient must bring with her (on coming into the Hospital) proper clothing for dressing her child when she leaves the same, and a change for herself.

10. No patient shall be kept in the Hospital longer than ten days after her delivery, (unless in cases of sickness) and no patient shall be allowed to go out of the Hospital without her child.

11. No patient once admitted, shall leave the Hospital without the permission of the Matron. Any patient obtaining leave, and presuming to stay out all night, shall be discharged, the Monthly Visitors informing the subscriber or other who recommended her, the reasons thereof.

12. Every patient on admission must give her name and residence, and state whether she is married or single, and to what Church she belongs.

13. Patients who are able shall be directed by the Matron to assist the Nurses, or to do such other duty as occasion may require, and also at proper times shall knit and sew.

14. Every patient shall suckle her child while in the Hospital, unless otherwise directed by the Physician.

15. The patients shall breakfast at eight o'clock in the summer and nine in winter, and shall dine at one and sup at seven. Their diet shall be according to the direction of the Medical Officer, in their respective cases. They shall go to bed at nine in summer and eight in winter.

16. No liquors or provisions of any kind shall be brought to patients by their friends.

17. Patients who may feel aggrieved by any person in the Hospital must complain to the Monthly Visitors, Matron, or Physician. Patients transgressing the rules are liable to be expelled by the Directresses, Monthly Visitors, Matron or Physician.

18. Patients are not without permission to leave their respective wards.

VISITORS.

1. Ladies who are subscribers may at any time visit the wards, and such visits will be esteemed a favor by the Committee.

2. Subscribers and Physicians connected with the Institution may also bring their friends or others desirous of inspecting the Hospital.

VISITORS TO PATIENTS.

1. No person shall be permitted to visit a patient in the Hospital unless by permission of the Matron, Midwife or Physician.

2. After delivery, the admission of visitors must be regulated by the state of the patient, and the direction of the Physician or Midwife.

3. No visitor can remain longer than half an hour.

WET NURSES.

1. A fee of ten shillings shall be required of families, non-subscribers to the University Lying-in Hospital, who obtain Wet Nurses from the Institution.

2. Women wishing to engage as Wet Nurses, and who through the instrumentality of the Hospital effect such an engagement, shall pay a fee of £1 each to the Hospital; the family into which they enter becoming responsible that it be paid within the first quarter after their being so engaged.

THE SECRETARY.

1. The Secretary shall attend all Meetings and Committees, &c, take minutes of the proceedings, and enter the same in proper books.

2. The Secretary shall see that the annual subscriptions are collected in the proper time, which should be between 1st October and the last day of February in each year, and keep a list of the subscribers.

3. The Secretary shall send out all circulars, cards &c,

answer all letters according to the direction of the Committee, draft Annual Reports, prepare Petitions, &c.

4. The Secretary shall notify every annual subscriber when the subscription is due.

THE TREASURER.

1. The Treasurer shall receive all subscriptions, donations, fees, and all monies for the use of the Hospital, and shall not pay any money without the approval or sanction of the Directress and Lady Managers, except the rent and taxes of the building occupied by the Hospital, and the salaries of the Matron and Midwife, which may be paid in due course, unless directed to the contrary.

2. The Treasurer shall render a statement of accounts up to the last day of every month, to be presented to the Monthly Meeting held on the first day thereafter.

3. The Treasurer shall deposit the monies belonging to the Institution in some chartered Bank, to be approved of by the Lady Managers, whenever the same shall exceed £12 10s.

4. The Treasurer shall keep the accounts of the Hospital in a methodical manner, file all bills, receipts, and other papers, at the Hospital, in order that the same may be inspected by the Committee.

5. The Treasurer shall lay before the Annual Meeting the names of subscribers, the list of arrears, the amount given by subscribers opposite their names, the amount of the preceding year's receipts, expenses, &c.

PROFESSIONAL MANAGEMENT.

1. The Professional management of the Hospital shall be under the control of the Faculty of Medicine of the University of McGill College, the Professor of Midwifery in which shall be the Physician Accoucheur, the other members of the same Faculty forming a Board of Consulting Physicians.

THE MIDWIFE.

1. The Midwife shall, if possible, be thoroughly educated, whose duties shall, as far as practicable in a professional point of view, be similar to those of the resident

Physician of analogous Institutions in Great Britain and the United States.

2. She must act under the directions of the Physician Accoucheur, and in cases of doubt or difficulty, shall have recourse to him, or in his absence, to one of the Consulting Physicians.

3. The Midwife shall not attend any labour out of the Hospital for her own emolument, or for any purpose whatsoever, unless specially permitted to do so.

4. She must give the Matron timely notice when a patient's labour is commencing, in order that the Student in rotation may be sent for.

5. The Midwife, who must constantly reside in the house, shall be present at every birth, and never trust the patient to the medical knowledge of any Student.

6. If a Physician, Priest or Minister be required by any patient, an immediate notification shall be made to him by the Matron, or in her absence by the Midwife.

7. She shall take her turn with the Matron in attending Church, and shall board at the Matron's table.

MEDICAL REGISTRAR.

The Medical Registrar must be either a Physician, or an advanced Medical Student. He shall keep the ward book with regularity, wherein shall be stated each case, and its peculiarities. He shall also keep the general registry with punctuality and exactness, shewing the name of each patient, dates of admission and discharge, whether married or unmarried, religious persuasion, &c, and shall be ex-officio a member of the Committee.

STUDENTS.

1. No Student can be admitted to attend upon the patients in the Hospital, unless he has attended one course of the Lectures on Midwifery, in McGill College.

2. Each ticket of attendance at the Hospital shall represent a period of six months.

3. A fee of £1 5s. must be paid by each Student before attending their first patient in each term.

4. No Student must ever attempt to deliver a patient, unless the resident Midwife be present.

5. Students cannot be allowed to smoke, or to use spirituous liquors in the Hospital.

ALTERATION OF BY-LAWS.

1. No alteration of any of these By-Laws, Rules and Regulations shall be made, except after one month's notification of the same at the Monthly Meeting next preceding the Annual Meeting of the Corporation of the Hospital, at which only they shall be entertained and deliberated upon.

2. The Monthly Meeting shall be held on the first Friday of every month, or such other day as may be appointed.

3. The Annual Meeting shall be held on the first Friday of the month of October, of each year.

DIETARY OF THE UNIVERSITY LYING-IN HOSPITAL.

SPOON.	MILK.	LOW.	HALF.	FULL.
<i>Breakfast.</i> 1 pint Tea or 1 pint Water Gruel,	<i>Breakfast.</i> Half pint Milk, 4 oz. Bread, or Half-pint Milk Gruel.	<i>Breakfast.</i> 1 pint Tea, 2 oz. Bread, or Half-pint Porridge, and Half-pint Milk.	<i>Breakfast.</i> 1 pint Tea, 4 oz. Bread, or 1 pint Porridge, and Half-pint Milk.	<i>Breakfast.</i> 1 pint Tea, 4 oz. Bread, or 1 pint Porridge, and Half-pint Milk.
<i>Dinner.</i> 1 pint Tea, or 1 pint Water Gruel.	<i>Dinner.</i> Half-pint Milk, 4 oz. Bread, or Half-pint Milk, 2 oz. Rice, or 4 oz. Bread.	<i>Dinner.</i> 1 pint Water Gruel, 4 oz. Bread, or 1 pint Water Gruel, 4 oz. Bread.	<i>Dinner.</i> 1 pint Soup, 4 oz. Bread, or 1 lb. Potatoes, 1 pint Soup.	<i>Dinner.</i> ½ lb. Meat, 1 lb. Potatoes, 4 oz. Bread, 1 pint Soup, or Varied ac- cording to taste, cus- tom, or circumstances
<i>Supper.</i> 1 pint Tea, or 1 pint Water Gruel.	<i>Supper.</i> Half-pint Milk, 4 oz. Bread, or Half-pint Milk Gruel.	<i>Supper.</i> 1 pint Tea, 2 oz. Bread, or Half-pint Porridge Half-pint Milk.	<i>Supper.</i> 1 pint Tea, 4 oz. Bread, or 1 pint Porridge, Half-pint Milk.	<i>Supper.</i> 1 pint Tea, 4 oz. Bread, or 1 pint Porridge, Half-pint Milk.

As the rule, patients will be placed on "low" diet until the completion of the third day after confinement. On the fourth day, the patient progressing favorably, her diet will be increased to "half," and on the sixth day to "full." Other farinaceous articles of diet may be substituted for Oatmeal, in accordance with the exigency of the case and the desire of the patient, in so far as it may be conveniently indulged.

MORNING PRAYER.

O Father of mercies and God of all comfort, we pray Thee look down in pity and compassion upon us thine unworthy servants, who now present ourselves before the Throne of Grace, beseeching Thee mercifully to hear us for Jesus Christ's sake. Give us a right understanding of ourselves and of Thy threats and promises, that we may neither cast away our confidence in thee, nor place it anywhere but in thee. Give us strength against all temptations and heal our distempers. Shut not up Thy tender mercies in displeasure ; but though we have sinned, have compassion upon us, and make us to hear of joy and gladness. Deliver us, O Lord, from the danger of the enemy ; lift up the light of thy countenance upon us, and give us peace ; for the sake of Jesus Christ, our most blessed Lord and Saviour.

Almighty and Everlasting God, who hast turned the darkness into light, and hast renewed the face of the earth ; who hast unlocked our eyes from sleep, and eyelids from slumber ; by whose mercy thy servants have laid down and slept, and have arisen again, because Thou O Lord, hast made us to dwell in safety ; blessed be Thy Holy Name for this and for all thy mercies--and now that Thou hast mercifully brought us to the light of this day, grant that we may walk as children of the light, soberly, purely and honestly. Let thy favor accompany us throughout this day ; defend our bodies from all evil accidents, and our souls from the snares and deceitfulness of sin. Suffer not our days to be consumed in vanity, nor our years in trouble ; but grant that each succeeding day may so tell and instruct another, that we may advance in peace and holiness towards Thy Heavenly Kingdom. Set a watch, O Lord, before the door of our lips, that no evil words or corrupt communications may proceed out of our mouths. Remove far from us all presumptuous imaginations, and inspire us with such thoughts that are good and well pleasing in thy sight : and while we pray for ourselves, we beseech Thee to give us grace that we may be mindful of the wants of others. Let thy grace and heavenly benediction be shed upon all those who are connected with us by kindred or friendship ; and let Thy forgiveness be extended to all who have done

or wished us harm. Hearken, O Lord, to the voice of our supplications. Pour upon us the riches of thy grace: and sanctify us and bless us, that we may serve Thee henceforth in body and soul, and live in thy holy love and fear unto our lives end. Grant this, O Heavenly Father, for the sake of Jesus Christ, thy Son, to whom, with Thee and the Holy Ghost, be all honor and glory, world without end. *Amen.*

Our Father, which art in Heaven, Hallowed be thy name, Thy Kingdom come, Thy will be done on Earth as it is in Heaven, Give us this day our daily bread, and forgive us our trespasses, as we forgive them that trespass against us, and lead us not into temptation, but deliver us from evil: for Thine is the Kingdom, the power and the glory, for ever and ever. *Amen.*

EVENING PRAYER.

Almighty God, our Redeemer and our Judge, we bow down before Thee in deep humility acknowledging our unworthiness, and Thy manifold and great mercies. Look graciously upon Thy servants, O Lord, and visit us with Thy salvation. Give us penitent hearts for all the sins we have committed against Thee, together with a lively faith in thy Son Jesus Christ, who came into the world to save sinners. Send us help in the time of need, and grant us thy grace so to put away the leaven of malice and wickedness, that we may serve Thee in pureness of living and truth to the honor and glory of Thy Name, through Jesus Christ our Lord.

O, Immortal God, on whom the eyes of all do wait, remember every creature of Thine for good, and visit the world with thy mercy. Let Thy goodness O God, be extended to all sorts and conditions of men. Let Thy grace be poured upon the people whom Thou hast redeemed, that the multitude of them that believe, may be of one heart and one soul. Have mercy upon, and be gracious to all our benefactors, relations and friends. O Thou that art the helper of the helpless, and refuge for the destitute, look upon all that are in trouble, and call upon Thee for succour and protection. Establish and strengthen Thou them that stand, restore the weak, and raise up them that fall, and grant

unto all Thy servants such a due sense of Thy perpetual loving kindness, that we may not cease to render unto Thee our hearty praises and thanksgivings, through Jesus Christ our Lord.

O, Thou that art the keeper of Israel, that neither slumberest nor sleepest, preserve us this night from all manner of evil. Lighten our eyes, that we sleep not in death. Defend us from the terrors of the night and from the pestilence that walketh in darkness. Visit us, O Lord, with the favor which Thou bearest unto Thy chosen, and grant that this needful season of rest may be an entire cessation as well from sin as from care and sorrow, and after such refreshment as Thou shalt see fit, raise Thou us up again to make our prayers unto Thee, in a time when Thou mayest be found, that so we may begin and end all our days in Thy most blessed service, which is perfect freedom, through our Lord and Saviour Jesus Christ. *Amen.*

Our Father which art in Heaven, Hallowed be Thy name, thy Kingdom come, Thy will be done on Earth, as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us, and lead us not into temptation, but deliver us from evil; For Thine is the Kingdom, the power and the glory, for ever and ever. *Amen.*



